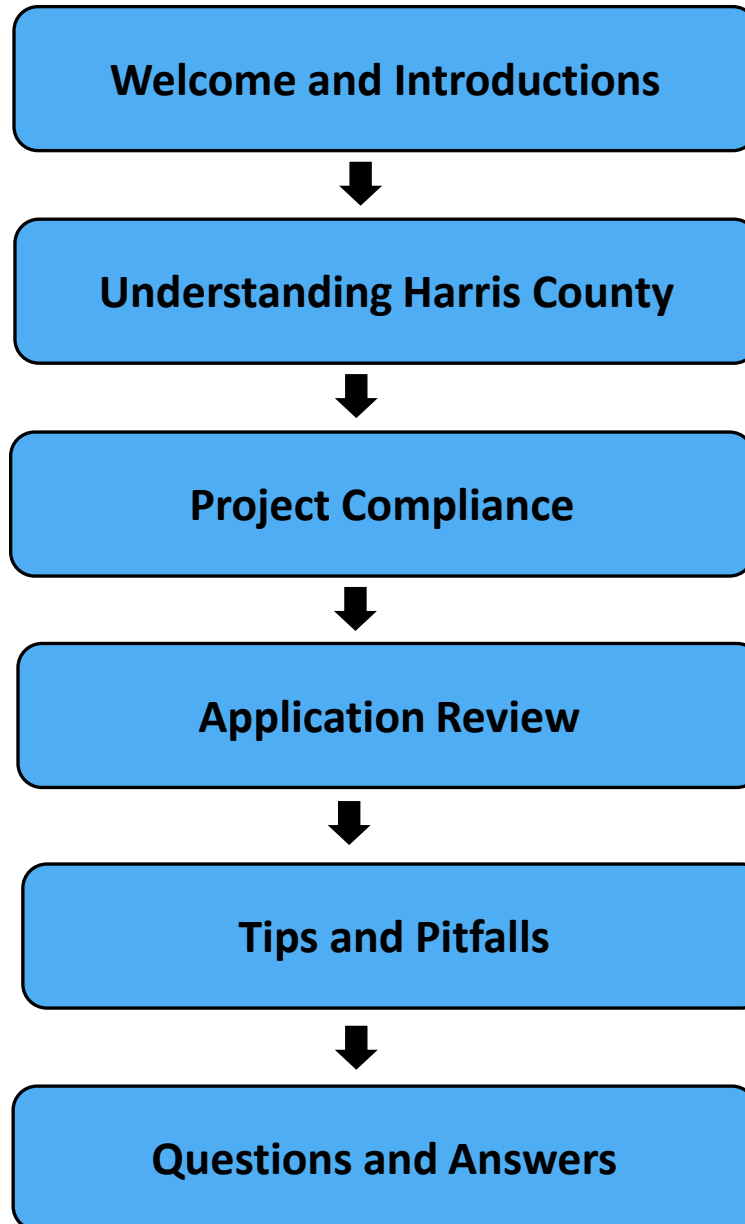


Harris County Community Services Department 2016 Request for Proposals



**CDBG General Application Review
June 23, 2015**

CDBG General Program Agenda



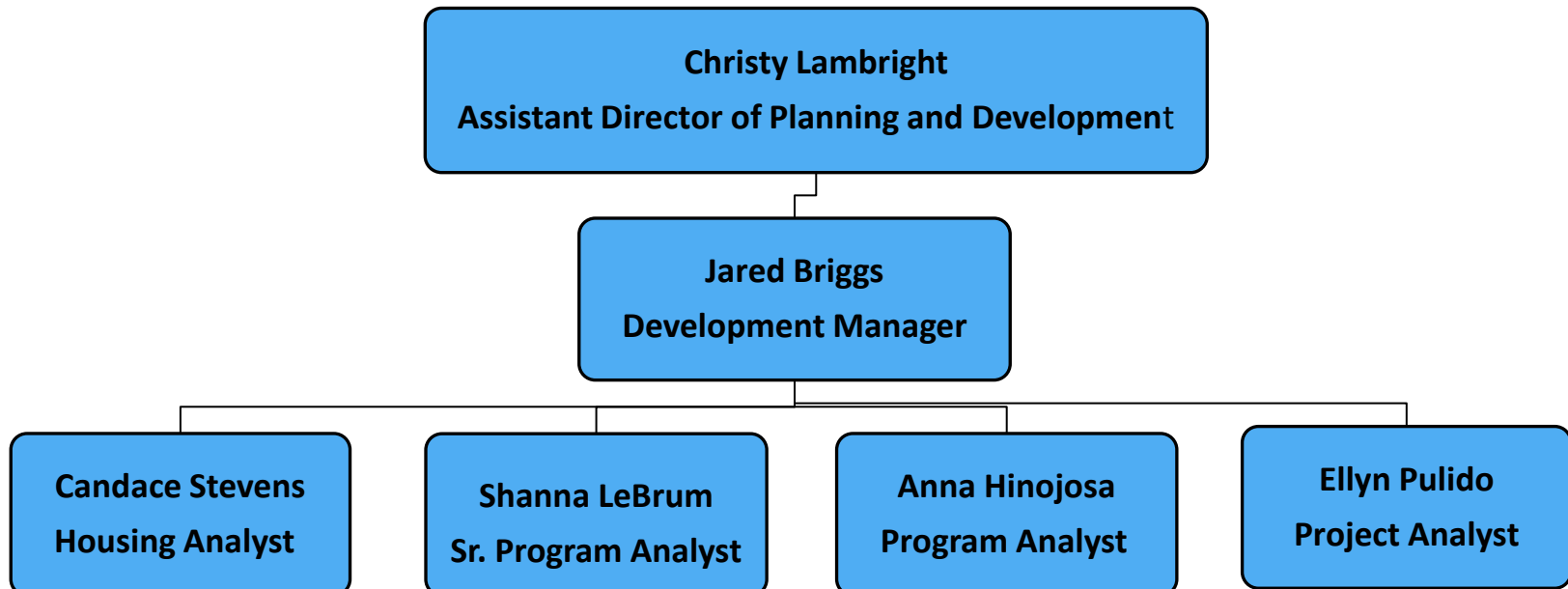
Welcome and Introductions

David B. Turkel, Executive Director of Community Services Department

Divisions of Community Services Department

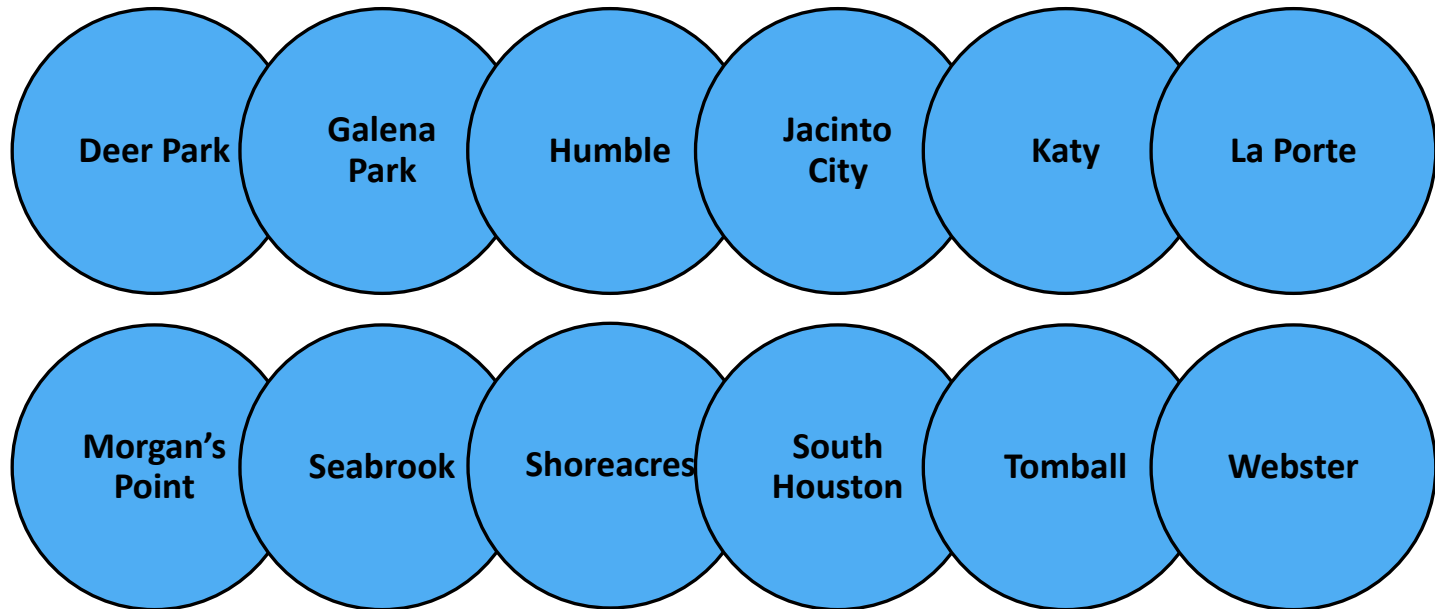
- **Housing and Community Development - Daphne Lemelle, Community Development Director**
- **Economic Development, Transit and Social Services**
- **Financial and Administrative Services**

Development Staff



Service Area

Unincorporated Harris County and its 12 cooperative cities*

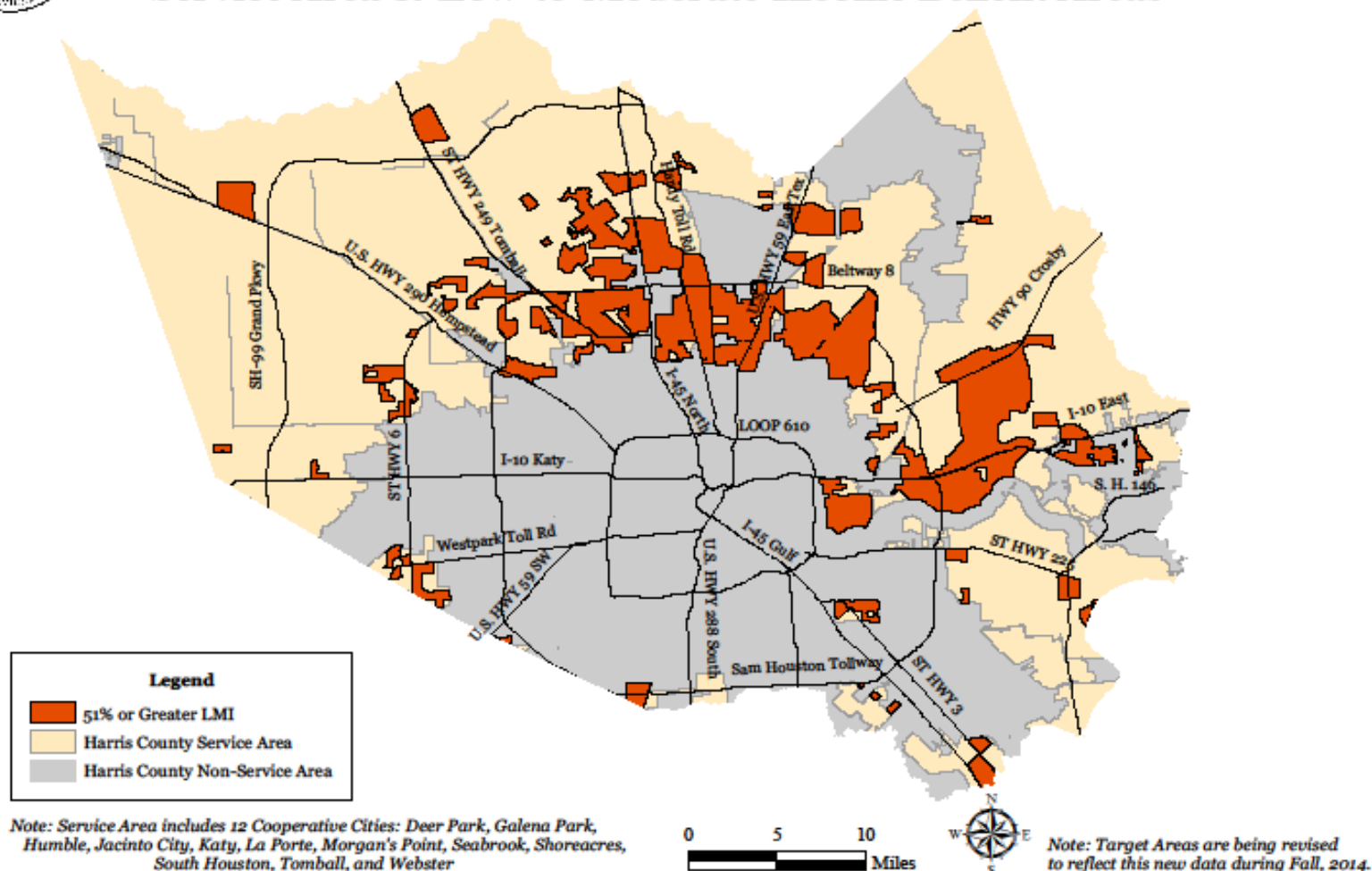


**** Projects serving homeless are not restricted by service area.***

Houston, Baytown and Pasadena receive their own entitlement funds and are not included in the Harris County service area.



Harris County Community Services Department Service Area & Low-to-Moderate Income Benefit Areas



Understanding Harris County

Department of Housing and Urban Development

- http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl

HCCSD Website

- www.csd.hctx.net

Funding Guidelines

- <http://www.csd.hctx.net/rfq.aspx>
- Provides program specific information

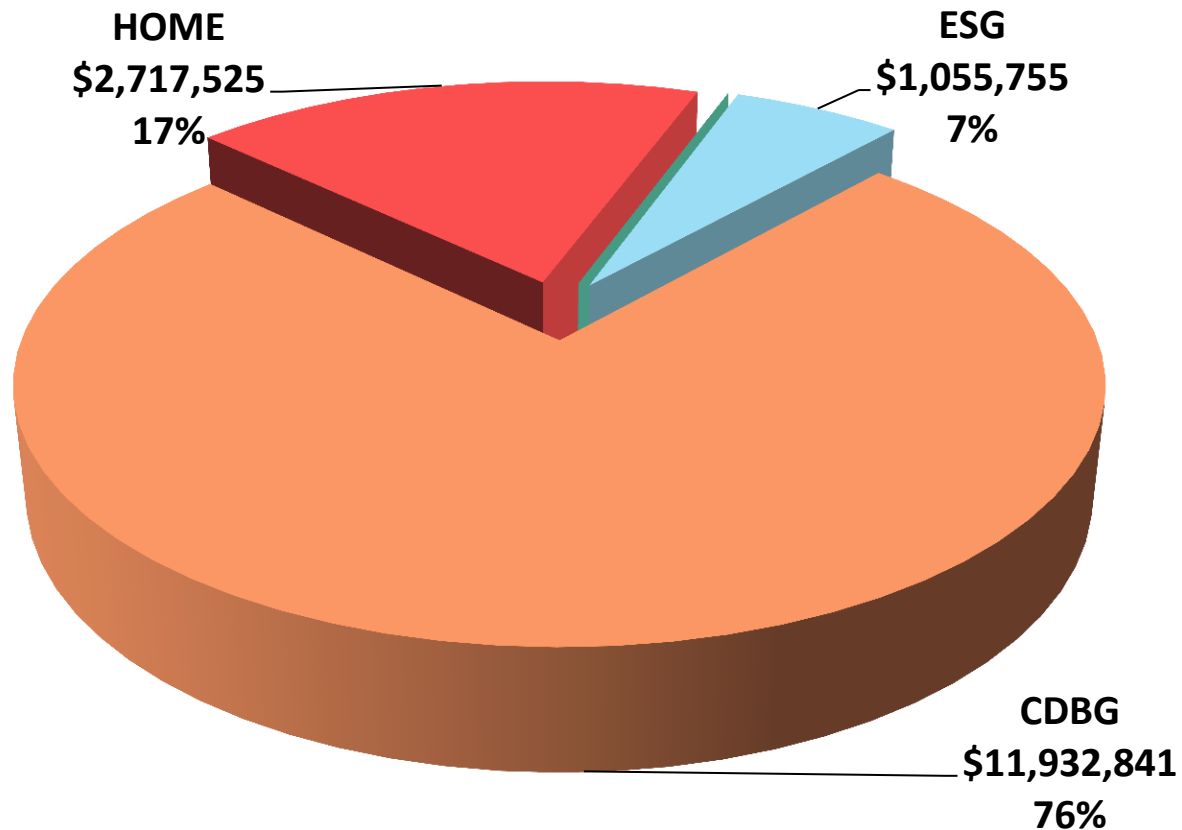
Consolidated Plan

- <http://www.csd.hctx.net/PYConsolidatedPlan.aspx>
- Outlines Harris County's goals and objectives for serving the community

Annual Action Plan

- http://www.csd.hctx.net/pr_annualactionplan.aspx

PY2015 Entitlement Funding



Understanding Harris County

Proposed PY2016 Entitlement Funding and Activity Type		Mandated CAP
Community Development Block Grant Program		
Public Service Projects	\$875,343	15 percent
General Activities <i>Already Allocated*</i>	\$4,257,915	
General Activities (to be Funded in this RFP including prior year funds)	\$3,000,000	
HCCSD Administration	\$2,386,568	

**Funds already conditionally committed*

Fair Housing

- The Fair Housing Act of 1968, federal law governing housing discrimination was passed and signed into law on April 11, 1968. HUD regulation requires equal access to housing in all HUD funded programs. The Fair Housing Act prohibits the discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person including the following protected classes:
- Race, Color, Religion, National Origin, Sex, Disability (mental and physical), Familial Status (presence of children under 18 in the home)
- As of 2012, the Fair Housing Act does not include sexual orientation and gender identity as protected classes, but equal access to housing in HUD programs for lesbian, gay, bisexual, or transgender persons is covered by 24 CFR Part 5, 200, 203, 236, 400, 570, 574, 882, 891, and 982.



Equal Access to Housing Final Rule

The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity rule became effective March 5, 2012 through HUD's Office of Fair Housing and Equal Opportunity (FHEO).

This rule applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule prohibits discrimination based on:

- person's marital status,**
- sexual orientation, or**
- gender identity**



Davis-Bacon and Related Acts (DBRA)



The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing work on federally-funded projects in excess of \$2,000 for the construction, alteration, and/or repair (including painting and decorating), of public buildings or public work.

Davis-Bacon and Related Acts contractors and subcontractors must pay their laborers and mechanics no less than the prevailing wage rates and fringe benefits.

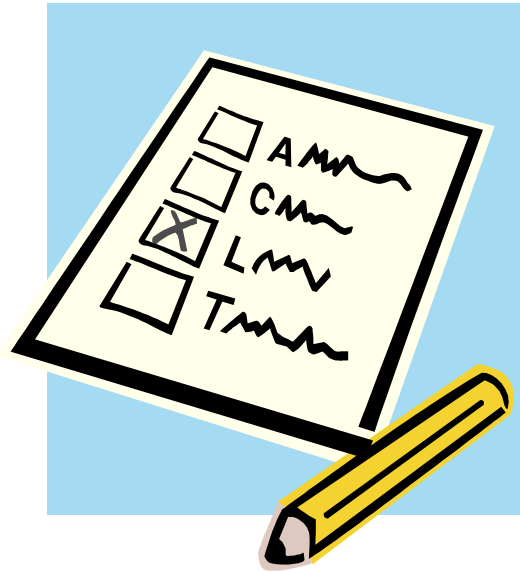
Section 3

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be given to low and very-low income persons, particularly those who are recipients of governmental assistance for housing, and to businesses concerns that provide economic opportunities to these individuals.

All contractors and subcontractors that receive contracts in excess of \$100,000 for housing construction, rehabilitation, or other public construction are required to comply with the requirements of Section 3.

If the contractor or subcontractor has the need to hire new individuals to complete the Section 3 covered contract or needs to subcontract portions of the work to another business, they are required to the “greatest extent feasible” to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and business concerns.

Application Review



Things to Remember

- **Application (Entries/Attachments)**
 - **Shovel Ready – no design projects; able to expend funds upon commitment of funds**
 - **Phase 1 Environmental Site Assessment (ESA)**
 - **All acquisition, rehabilitation and construction projects will be required to submit a Phase 1 Environmental Site Assessment and similar components as described in Exhibit-C - Environmental Requirements.**
 - **Submittal of Schematic Design Plans**
 - **Three hard copies required (2 originals and 1 copy)**
 - **Electronic copy of the Excel form (not a PDF), Phase I and attachments on disc or USB memory stick**
 - **Minimum of 20% Leveraging is required**

What is Leverage?

“Leveraged” funds are simply a financial commitment toward the costs of a project from a source other than the granting organization. Leveraging can be achieved by a commitment from the sub-recipient or through various partnerships.

- **Leveraged funds/resources must be identified, tracked and verifiable**
- **Leverage fund sources include contributions derived from other federal and nonfederal sources and the value of third party in-kind contributions**
- **May be in the form of cash or in-kind resources**
- **Must be documented properly in the application**



Application Basics

- Maneuvering the Purchasing Department's Website

- <https://bids.hctx.net/bsa/>

- Job # 15/0132

- Offeror's Note/Cover Page

- Harris County Resources

Exhibit A: Applicant Information

(7 pts)

General Information

- **Organizational Data, (Direct Contact phone & e-mail)**
- **Harris Co. Commissioner's Precinct (Not Constable)**
- **DUNS Number (lists full number)**

Project Description

- **Eligible CDBG Activity**
- **Persons Served (Target Population & Number)**
- **Clearly identified project location**
- **Linear Feet/Square Footage of project**

Service Area Map

- **Map clearly delineates project boundaries or service area**



Exhibit B: Organizational Information

(20 pts)

Organizational Experience

- **History and Mission should support proposed project**

Staff Experience

- **Project and federal funding experience**
- **Attach Agency Organizational Chart & Project Organizational Chart**
- **Attach job descriptions and resumes of project staff**

Working Capital

- **Documentation of fiscal capability**

Board of Directors

- **Project or organizational management expertise**

Conflict of Interest Disclosure



Exhibit C: Project Information

(45 pts)

Measurable Objectives

- **Consolidated Plan priority ranking**
- **National Objective/Project Beneficiaries**

Activity Readiness

- **Site Control, Design Plans and Cost Estimates**

Environmental Review

- **Phase 1 ESA requirement (required by HUD)**

Production Schedule

- **Timeline and Expenditure Estimates**

Financial Leverage

- **Documentation of 20% minimum of leverage funds**



Exhibit D: Financial Information (28 pts)

Entity-Wide Financial Questionnaire

- **Accounting System, Budgetary and Internal Controls,**

Financial Statements (Non-Harris Co. Entities)

- **IRS Form 990 and**
- **Certified Audit or**
- **Board Certified set of Basic Financial Statements or**
- **A compiled set of Basic Financial statements with letter re: compilation in accordance with AICPA standards**



Application Wrap-Up

PY2016 Application Point Summary

Exhibit A: Applicant Information	7
Exhibit B: Organizational Information	20
Exhibit C: Project Information	45
Exhibit D: Financial Information	28
<i>Maximum Points Available</i>	100

Evaluating CDBG Activities

- **Project service area size and needs.**
- **Regional nature of project.**
- **Are costs reasonable and effective?**
- **Are all other reviews/requirements completed and clearance obtained (site control, design plans)?**
- **Is the project shovel ready?**
- **Project area infrastructure sustainability (flood plain location)?**
- **Is there an established maintenance and operating program (Asset Management Plan)?**

Evaluating CDBG Activities (cont.)

- **Are there existing public health problems?**
- **Are there any reported Texas Commission on Environmental Quality (TCEQ) or Texas Water Development Board Commission (TWDB) Violations (copies provided)?**
- **Are there any reported Texas Commission on Environmental Quality (TCEQ) or Texas Water Development Board Commission (TWDB) Violations (copies provided)?**
- **Past performance and ability to perform.**
- **Priority may be given to projects that are the result of damage or failure to function during May/June 2015 severe flooding**
- **Other – innovative solutions?**



Helpful Tips

- **Read the application several times, including the guidebook.**
- **Don't wait until the last minute to begin completing/compiling information.**
- **Double check numbers for accuracy (ex: contact numbers, DUNS, total project)**
- **Budget must be consistent and not over stated with proposed activity and timeline.**
- **Answer all questions and attach all requested documentation.**
- **Before you apply, clear any: tax issues, audit findings, and negative publicity.**



Technical Assistance Days:

June 29 - July 1, 2015

July 6 - 7, 2015

(By Appointment Only at rfp@csd.hctx.net)

Last Day for assistance from HCCSD staff:

July 7, 2015

RFP Deadline:

July 13, 2015 at 2 p.m.

1001 Preston, Suite 670

(6th Floor)

CDBG General Non-Housing Questions

Contact: Anna Hinojosa, Program Analyst

anna.hinojosa@csd.hctx.net

(713) 578-2207

Visit our website: www.csd.hctx.net

